

NASA Informal Education Institutions and Grantees Reverse Site Visit 2013
Co-hosted by Jet Propulsion Laboratory and NASA Shared Services Center
Infinity Science Center, Second Floor Meeting Rooms
1 Discovery Circle, Stennis Space Center, Mississippi 39529
Version 1/9/13

Outcomes

In support of the upcoming government-wide STEM education strategic plan - to strategically focus Federal STEM efforts to have a more significant impact in areas of national priority, this gathering promotes collaboration and partnerships among NASA Education and Communication projects, and promotes professional competency through:

- Raising awareness of resources, roles, and expertise within the community
- Building grantees' and Technical Officers' knowledge of guidelines and requirements for managing NASA Informal Education projects
- Broadening community knowledge of best-practices and resources for museum-related informal education projects

Tuesday January 15, 2013

2:00 – 3:30 pm

REQUIRED FOR NASA TECHNICAL OFFICERS

Technical Officer Training

Infinity Science Center Room A (upstairs)
(Take I10 exit #2 Hwy 607; turn south; take 2nd right; left on Discovery Circle)
Theresa Stanley, Education Grant Officer,
NASA Shared Services Center

3:00 – 4:15 pm

OPTIONAL Tour of Stennis Space Center

- Departs and Returns from South Gate Reception Center at Stennis Space Center (Take I10 exit #2 Hwy 607; turn north; gate is 2 miles north)
- Special Arrangement by Stennis Space Center Public Affairs
- REQUIRED: (1) Pre-signup (2) Government-issued photo ID

6:30 – 9:00 pm

OPTIONAL Orientation Session

Registration/Check-In and Packet Pick-up

View CP4SMP+ Education Products

(Main Meeting Room, Holiday Inn Slidell)

- Reverse Site Visit check-in and packet pick-up
Come by and avoid the lines Wednesday morning!

Join us for a sneak-preview of products from current and previous CP4SMP+ projects

**PLEASE SEE THE TECHNICAL NOTES AT THE END OF THE AGENDA FOR
IMPORTANT INFORMATION**

Notes: Reverse site visit website <http://informal.jpl.nasa.gov/meetings>

Dial-in sessions are recorded.

Dial-in numbers available for selected sessions. See individual session for number and unique passcode.

Times given are Central Standard Time.

All times/speakers subject to change.

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Wednesday January 16, 2013

- 7:45 – 8:30 am** **Check-In & Poster Setup (optional lunch purchase & internet check)**
- Check-In (Second Floor Registration Desk, Infinity Science Center)
 - Order/Purchase Lunch from Infinity Cafeteria (or bring your own)
 - Poster Setup (Rooms A, B, D)
 - Internet Access Check
- 8:30 – 10:15 am** **Welcome, Introductions, and NASA Overview*** (Room D)
Dial-in 888-790-5030 Passcode 3069291#
- Welcome – *Leslie Lowes and Anita Sohus, Organizers (NASA/JPL)*
 - Welcome Panel
Leland Melvin, NASA Associate Administrator for Education (via video)
Ken Human, Stennis Space Center (SSC) Associate Director
Mike Smith, NASA Shared Services Center (NSSC) Director
Nathan Sovick, SSC Acting Education Officer
Paul Foerman, SSC Public Affairs Officer
 - Navigating Infinity Science Center
Amy Dickinson, NASA/JPL Education Office
 - Outcomes and Introductions of Participants - *Leslie Lowes and Anita Sohus*
 - NASA Organizational Overview
Tammy Rowan, NASA Marshall Space Flight Center Education Director
- 10:15 – 10:30 am** **Break**
- 10:30 – 11:45 am** **STEM Education, Accountability and Resources*** (Room D)
Dial-in 888-790-5030 Passcode 4460435#
- (Informal) STEM Education Policy at NASA and Beyond
Mary Sladek NASA Informal Education Outcome Manager
 - CP4SMP+ Reporting and Evaluation Requirements – *Leslie Lowes*
 - Informal Science Project and Evaluation Resources – *Kalie Sacco, Center for the Advancement of Information Science Education (via phone)*
 - NASA Museum Alliance and You – *Anita Sohus, NASA Museum Alliance Manager*
 - NASA Science Mission Directorate Education and Product Review
Stephanie Stockman, Science Mission Directorate (via phone)
- 11:45 am – 12:45 pm** **Lunch & (if needed) Poster Setup**
- 12:45 – 1:00 pm** **Group Photo**

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Wednesday January 16, 2013 (cont.)

- 1:00 – 2:00 pm** **Managing Your Grant*** (Room D)
Dial-in 888-790-5030 Passcode 1761195#
Ben Benvenuti, Lead Contract Specialist for Grants, NASA Shared Services Ctr.
Introduction of NSSC Grant Officers
Working with NASA Shared Services Center
Grant Officers and Technical Officers
Grant Processing and Change Requests
Reporting Requirements, e.g. accidents
- 2:00 – 2:45 pm** **Grant Accountability and Compliance Issue Panel*** (Room D)
Dial-in 888-790-5030 Passcode 1761195#
Preventing Waste, Fraud, and Abuse
Non-Discrimination Compliance Reviews
Ben Benvenuti
Bob Cosgrove, NASA Office of Diversity and Equal Opportunity
Laura Shawnee, NASA Ames Research Center Education Specialist
Mary Sladek
Monique Sullivan, NASA Shared Services Center
- 2:45 – 3:00 pm** **Break/Change Room**

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Wednesday January 16, 2013 (cont.)

3:00 – 4:25 pm

Round-Table with Technical Officer (Rooms A, B, C, D)

An NSSC Grant Officer also be available for questions in each room

Group A	Museum of Science, Boston Technical Officer Stacey Brooks/HQ (via phone)
Group B	Morehead Planetarium Technical Officer Tony Springer/HQ (via phone)
Group C	Bishop Museum Technical Officer Stephanie Stockman/HQ (via phone)
Group D #1	American Museum of Natural History Aquarium of the Pacific Franklin Institute NASA Goddard Visitor Center Technical Officer Carmel Conaty/GSFC
Group D #2	Great Lakes Science Center Milwaukee Public Museum Museum of Aviation – Robins AFB Technical Officer Stephanie Brown-Houston/GRC Technical Officer representative Joshua Santora/KSC
Group D #3	NASA Ames Exploration Center/Aero Institute California Science Center U.S. Space and Rocket Center Virginia Air and Space Center Technical Officer Tammy Rowan/MSFC Technical Officer representative Laura Shawnee/ARC
Group D #4	Girlstart Space Center Houston Technical Officer Carla Santiago/JSC
Group D #5	Infinity Science Center Science Museum of Minnesota Technical Officer Joy Smith/SSC Elsie Weigel/HQ

4:25 – 4:30 pm

End-of-Day Announcements (Room D)

4:30 – 5:30 pm

Optional – Tour of Infinity Science Center

Paul Foerman, Public Affairs Officer

Dinner On Own

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Thursday January 17, 2013

- | | |
|-------------------------|---|
| 8:00 – 8:30 am | Arrival (optional lunch purchase & internet check) <ul style="list-style-type: none">• Order/Purchase Lunch from Infinity Cafeteria (or bring your own)• Internet Access Check |
| 8:30 – 10:00 am | Product Development Requirements and Resources* (Room D)
Dial-in 888-790-5030 Passcode 2117636# <ul style="list-style-type: none">• Product Development Cycle – <i>Leslie Lowes</i>• NASA Style: NASA Logo, Disclaimer, Appearance – <i>Stephanie Brown-Houston, NASA Glenn Research Center Informal Education Point-of-Contact</i>• NASA Directorate Education and Product Review Panel
<i>Tony Springer, Aeronautics Research Mission Directorate</i> (via phone)
<i>Elsie Weigel, Human Exploration and Operations Directorate</i>
<i>Stacey Brooks, Office of Chief Technologist</i> (via phone)• Education Product Safety – <i>Katie Wallace, NASA Education and Training Specialist</i> (via phone) |
| 10:00 – 10:15 am | Break |
| 10:15 – 12:15 pm | Poster Session –
Overview of CP4SMP+ Projects and NASA Center Resources <ul style="list-style-type: none">• Overview of poster session – <i>Leslie Lowes</i>• Presentation of posters – <i>all</i> (Rooms A,B,D)
Posters staffed by presenters in rotation (40 min rotations):<ul style="list-style-type: none">All NASA Centers + GuestsEarth/space science, Human exploration, Aeronautics, All-NASA – ½Earth/space science, Human exploration, Aeronautics, All-NASA – 2nd ½ |
| 12:15 – 1:45 pm | Lunch
View Planetarium Clips from CP4SMP+ Grantees (downstairs) |
| 1:45 – 3:15 pm | Tips from the Field–Panel of Current/Previous CP4SMP+ Grantees*
Dial-in 888-790-5030 Passcode 9176642#
(Room D)
<i>J Newlin, Science Museum of Minnesota</i>
<i>Todd Boyette, Morehead Planetarium</i>
<i>Sebastian Lepine, American Museum of Natural History</i>
<i>Marilyn Johnson, Oregon Museum of Science and Industry</i> (via phone)
<i>Jennifer Crozier, US Space and Rocket Center</i> (via phone) |
| 3:15 – 3:30 pm | Break |

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3:30 – 4:00 pm

Implementation/Action Plan (Room D)

CP4SMP PI Teams work with Technical Officers address the following issues.
These responses will be compiled into a post-visit report.

What NASA personnel, resources and materials did you learn about
that you expect to use in the development and implementation of your
current project?

With what institution or entity could you develop a potential
collaboration? What would the nature of that potential collaboration
include?

With whom, and how, will you share the knowledge gained at this
Reverse Site Visit?

What expertise would you like to share with the broader Museum
Alliance membership?

4:00 – 4:30 pm

Wrap-Up and Evaluation (Room D)

Concluding Remarks – *Leslie Lowes and Anita Sohus*

Post-conference evaluation – *Leslie Lowes*

If possible, please use your laptop, notebook computer,
iPad or iPhone to complete survey

4:30 pm

Adjourn/Poster Tear-Down

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Technical Notes

Please be advised that Infinity Science Center and Stennis Space Center are in remote areas, and the Holiday Inn hotel is located in a small town. Transportation-related conference center and conference hotel-type amenities are not available. Selection of restaurants in the nearby area is limited.

- If you will be needing a taxi service to or from the airport, please make arrangements in advance as there may not be last minute taxis readily available. We suggest using an internet browser search function (such as google) to search for “taxi service in Slidell, LA”, or a related term.
- To save travel funds, you may wish to set up a carpool with another attendee, especially for the 20-minute drive between the hotel and Infinity. The contact and carpool preference list is available on the internal cp4smp website <http://informal.jpl.nasa.gov/cp4smp> (use your Museum Alliance password).
- Full breakfast is provided at the hotel and is included in your room rate, and is served beginning at 6:00 a.m. The hotel’s restaurant is open for dinner.
- Box lunches will be available for purchase for \$9.00 per person per day from the INFINITY restaurant before 8:30AM on both Wednesday and Thursday. The box lunches will be delivered upstairs to the meeting rooms at the designated lunch times with names on them. (Please also feel free to bring your own lunch from another location such as the hotel or grocery store.)
 - Choice of: Cold roast beef poboy, Cold ham poboy, Cold turkey poboy, Chicken Waldorf Salad Croissant or Veggie Wrap.
 - All poboyos will be dressed (lettuce, tomatoes, and pickles). Mustard and mayo packs will be in the boxes.
 - The box will include sandwich, salad, chips, and a cookie.
 - Please order and pay for lunches before 8:30 AM downstairs in the restaurant and give your name to put on box. Cash, Visa and MasterCard are accepted. An ATM is available in the building. You may order for both days if you like.
 - Lunches will be delivered upstairs at 11:30 on Wednesday and 12:00 on Thursday.
- Please be aware that the parking lot at INFINITY Science Center is only partially paved, whereas the rest of the lot is gravel.
- For our Reverse Site Visit, we will be using the entrance to the left side of the building, as you look at the front entrance. Stairs will take you to the second floor. However, a handicap accessible entrance is through the main front entrance of Infinity, and an employee can direct you to the nearby elevator to the meeting rooms on the second floor.
- The internet connectivity at INFINITY Science Center may be inconsistent; however, we are taking measures to make the connection as stable as possible.
- Dress code for this event is business casual.

INFINITY SCIENCE CENTER: 1 Discovery Circle, Stennis Space Center, MS 39529.

Directions: <http://informal.jpl.nasa.gov/meetings/gettingthere/>

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